

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 05-04 **POSITION TITLE:** Personnel Records
Specialist

GRADE: SGT/E-5 **MOS:** 75H20

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: HQ STARC - VAPA

LOCATION: FT Pickett, Blackstone, VA 23824

OPENING DATE: 29 October 2003 **CLOSING DATE:** 28 November 2003

POC FOR ADDITIONAL INFORMATION: CPT Deborah Hunt, (434)298-6337 or
DSN 438-6337 or e-mail Mrs Brenda Ralls at
brenda.ralls@va.ngb.army.mil

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Responsible for
maintaining and accounting for personnel records. Ensures that 100%
accountability for all records. Initiates officer and enlisted
personnel records. Process, reviews and corrects NGB form 22 for
all personnel. Issues ID cards and updates DEERS. Provides
administrative support for all REMOBE and SRP.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional
enlisted, grade SPC/E-4 through SGT/E-5, who are members of the
Virginia Army National Guard. Must be qualified in the following
MOS: 75H20. If not MOS qualified, must become MOS qualified within
12 months.

HOW TO APPLY: All interested applicants must submit the following
documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs (letter of
recommendation from Commander for E-4s). If you are a new E-5
and have not yet received an NCOER, you may submit an letter of
recommendation from your commander in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF88 and SF93 or DD2807-1 and
DD2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12
months)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number **05-04**

6. Documentation to support all periods of active duty service creditable for retirement. Any of the following may be used (**DD Forms 214, DA Form 1506 or NGB Forms 23/23B**)

7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a request for a waiver is disapproved, the offer for the position will be revoked.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 28 November 2003. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer